

CITY OF BURNABY

CIVIC DEVELOPMENT COMMITTEE

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

RE: EDMONDS NORTH WING RESOURCE CENTRE

RECOMMENDATIONS:

1. THAT the lease terms, space allocation guidelines, and lease grant guidelines established for City of Burnaby community resource facilities be applied to the Edmonds North Wing Resource Centre.
2. THAT the lease rate for the Edmonds North Wing Community Resource Centre be established at the same level as the Burnaby Heights facility.
3. THAT staff be authorized to finalize the shared services agreement with the Burnaby School District for the Edmonds North Wing, as outlined in Section 4.0 of this report.
4. THAT staff be authorized to pursue the building security measures and building hours proposed in Section 4.0 of this report.
5. THAT a community meeting space be established in the Edmonds Resource Centre, as outlined in Section 4.0 of this report.
6. THAT staff be authorized to undertake the tenant selection process, as outlined in Section 5.0 of this report.
7. THAT staff be authorized to prepare a necessary report on lease grant applications, as outlined in Section 6.0 of this report.
8. THAT this report be forwarded to the Community Issues & Social Planning Committee and the Executive Committee - Grants for information purposes.
9. THAT this report be forwarded to the Burnaby School District for information purposes.

:COPY - CITY MANAGER

R E P O R T

The Civic Development Committee, at its meeting held on 1993 December 02, adopted the attached staff report outlining an approach for the implementation and operation of the Edmonds North Wing Resource Centre.

Respectfully submitted,

Councillor D.R. Corrigan
Chairman

Councillor D. Evans
Member

Councillor E. Nikolai
Member

TO: CIVIC DEVELOPMENT COMMITTEE 1993 NOVEMBER 09
FROM: PLANNING & BUILDING DEPARTMENT OUR FILE: 10.121
SUBJECT: EDMONDS NORTH WING RESOURCE CENTRE
PURPOSE: To outline an approach for the implementation and operation of the Edmonds North Wing Resource Centre.

RECOMMENDATIONS:

1. **THAT** the lease terms, space allocation guidelines, and lease grant guidelines established for City of Burnaby community resource facilities be applied to the Edmonds North Wing Resource Centre.
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9. **THAT** this report be forwarded to the Burnaby School District for information purposes.

R E P O R T

1.0 INTRODUCTION

As a result of a comprehensive land exchange/purchase agreement between the City and the Burnaby School District to effect the Burnaby South High School development, the City is to receive ownership of the Burnaby Heights facility, the north wing of Edmonds School, and the 1914 building on the former Burnaby South site.

The City took possession of the Burnaby Heights facility in 1991 January. Ownership of the Edmonds North Wing is expected to be transferred to the City in 1993.

Since 1991 January, the City has leased space in the Burnaby Heights facility to non-profit groups providing services or facilities of benefit to Burnaby residents. In 1994 January/February, it is expected that the Edmonds North Wing Resource Centre will also be available for lease to non-profit groups on a similar basis as the Burnaby Heights facility.

This report proposes an approach for the lease of space at the Edmonds North Wing Resource Centre to non-profit community groups.

2.0 CURRENT STATUS

The Edmonds North Wing is located at Canada Way and Edmonds, and is adjacent to the Edmonds Elementary School (see *attached* map). The two storey building was most recently used for the Maywood School, and was formerly part of the Edmonds Elementary School.

At this time, the Edmonds North Wing is unoccupied, and is awaiting renovation to address Building Code requirements for fire and safety. The renovation program for the building is expected to commence in 1993 November. Depending on the specific timelines for construction, space in the building may be available for lease to groups in 1994 April/May.

The Edmonds North Wing contains an estimated 18,000 square feet of classroom and office space distributed over 19 rooms ranging in size from 300 to 1,700 square feet. Appendix 1 *attached* lists the room numbers, square footage, electrical service and other features for each of the rooms in the building. The renovation program will not result in any significant changes to the basic layout or existing condition of the rooms.

3.0 EXISTING POLICIES

In 1991/92, Council established lease terms, space allocation guidelines, and lease grant guidelines for community resource facilities. It is proposed that these policies also be apply to the Edmonds North Wing Resource Centre.

3.1 Lease Terms

Groups enter into a lease agreement with the City for space at community resource facilities. Space is leased for a one year term, with an expiry / renewal date of December 31 each year. Tenants are required to carry appropriate insurance coverage, and tenants may not assign or sub-let their allocated space without the permission of the City.

3.2 Allocation of Spaces

Spaces in community resource facilities are allocated to non-profit groups that provide services or facilities of benefit to Burnaby residents. Applications for space are considered by the Community Issues & Social Planning Committee in relation to the guidelines in Appendix 2 *attached*.

3.3 Lease Rate

Space is leased at an established market value lease rate. For 1994, the lease rate for Burnaby Heights is expected to be \$8.77 per square foot per year. The lease rate includes heat, light, building security and custodial services. Tenants may be responsible for a share of property taxes, depending on their qualification for statutory or permissive tax exemptions. Lease rates are adjusted annually based on the general inflation rate.

The City Solicitor's office advises that the market lease rate established for the Burnaby Heights facility, \$8.77 per square foot per year, would also be appropriate for the office space in the Edmonds North Wing facility. Thus, it is proposed that the lease rate for the Edmonds North Wing be established at the same level as the Burnaby Heights facility.

3.4 Lease Grants

Lease grant guidelines approved by Council provide for the issuance of lease grants to non-profit organizations providing services of benefit to Burnaby residents. Lease grant applications are considered by the Executive Committee - Grants in relation to the lease grant guidelines in Appendix 3 *attached*. In general, the guidelines provide for offsetting lease grants as follows:

Category 1: Full Grant

- non-profit organizations whose services benefit primarily Burnaby residents qualify for lease grants to offset 50% of lease costs.

Category 2: Partial Grant

- non-profit organizations whose services mostly benefit Burnaby residents but whose services are also provided on a regional, Provincial, national or international basis qualify for lease grants to offset 25% of lease costs.

Category 3: No Grant

- organizations which provide limited services to Burnaby residents, are direct extension of other levels of government, are not community based, have a clear financial ability to meet costs or operate on a for profit basis generally do not qualify for lease grants. These organizations would be assessed the full lease rate.

Once spaces are allocated, applications for lease grants would be considered by the Executive Committee - grants as proposed in Section 6.0 of this report.

4.0 OPERATIONAL ISSUES

This section presents proposals for a number of operational issues related to the Edmonds North Wing facility.

4.1 Shared Services

The Edmonds North Wing and the adjacent Edmonds Elementary School share heating and electrical systems. To reduce the costs of the renovation program, it is proposed that the City enter into an agreement with the School District to purchase services for the Edmonds North Wing.

Staff have had discussions with the School District regarding a potential agreement for sharing the services. At this time, this agreement has not been finalized, however it appears that the basis for an agreement has been established.

It is proposed that the City purchase heat and electrical service from the School District on a per square foot basis. This would result in the City paying for approximately 1/3 of the cost of electrical and heating services of the two buildings.

Appendix 4 *attached* outlines proposed terms for a shared service agreement between the City and the Burnaby School District. In addition to addressing heat and light costs, the proposed agreement also addresses domestic hot water, shared emergency corridor access, building security, fire system, parking lot easement maintenance and staff liaison. The agreement is open for review at the end of one year.

4.2 Building Security / Hours of Operation

Community resource facilities are termed as 'non-staffed buildings'. This means that there is not a City staff person assigned to supervise the day to day operation of each building.

For example, at the Burnaby Heights facility, individual tenants have traditionally had key access to the building, and can contact the security company directly to enter the building at any time. Building custodians secure the building on week nights. No custodial coverage is provided on weekends unless a tenant has arranged coverage for a large event.

In the past, this approach has presented some problems with building security. For example, a tenant using the building after 11:00 p.m. or on weekends may inadvertently leave the building open, assuming that there are other tenants in the building who will take responsibility for locking the entrance doors.

It is proposed that the Edmonds North Wing also operate as a non-staffed building. However, to improve building security, it is proposed that set hours for the building be established, and that the security system be upgraded to keep a record of tenants entering and leaving the building after hours.

A tenant could use the building outside of the established hours, however the security company would need to be notified, and the building doors would remain locked once the tenant had entered the building. Each tenant would also be required to re-contact the security company on leaving the building to re-activate the alarm, and ensure that the doors to the building were locked.

Proposed building hours are from 8:00 a.m. to 9:00 p.m. Monday through Friday. On Saturdays, the building would be open from 8:00 a.m. to 3:00 p.m. The building would be closed on Sundays and statutory holidays. City custodial staff would be responsible for securing the building at night. It is expected that these arrangements would assist in ensuring that the building is not inadvertently left unattended and unlocked.

4.3 Community Meeting Space

Rooms at community resource facilities are leased to groups for permanent uses on an annual lease basis. However, many groups, including Burnaby Heights tenants and other groups in the community, express a need to have access to meeting space for use on an hourly or short term basis.

The Burnaby Heights facility has a community meeting room. Room bookings are taken by an existing tenant in the facility. It is proposed that a similar community meeting space be provided in the Edmonds North Wing facility. Room number 107/108 would be an appropriate space. The room is 1,738 square feet in area, and has a folding partition capable of dividing the room into two separate meeting spaces. However, the room would need to be equipped with appropriate tables and chairs for meeting purposes. Staff will pursue a number of options to provide for tables and chairs should this proposal be approved.

Staff would undertake to identify a future tenant of the building who would be interested in managing the community meeting space. The tenant would be responsible for taking the bookings, securing the room when it is not in use and tidying up the room between meetings. Staff would propose that the tenant be able to collect a \$5.00 to \$10.00 charge from applicants for taking the bookings. This will compensate the tenant for the effort and provide additional revenue for the tenant's non-profit society.

4.4 Tax Exemptions

Tenants at community resource facilities may make application to the City for permissive property tax exemption under Section 400 of the Municipal Act. Application must be received by the Tax Office by March 31 of each year. Council may exempt from taxation all or part of the taxable assessed value of land, improvements or both.

To qualify for consideration of a tax exemption, tenants must meet the following guidelines:

- The use must be consistent and in support of all applicable municipal legislation.
- Applicants must be a non-profit registered charitable organization.
- Services and organizations should fulfill basic needs or improve the quality of life for Burnaby residents.
- Services and activities of the organization must be equally available to all residents of Burnaby.
- Service should be maintained for the use of Burnaby residents, while they need not be for the exclusive use of Burnaby residents.

In most cases, potential tenants which meet the allocation and lease grant guidelines qualify for consideration of tax exemption.

5.0 TENANT SELECTION PROCESS

As indicated earlier, spaces at community resource facilities are allocated to non-profit groups in relation to the space allocation guidelines established by Council (See Appendix 2). Applications for space are considered by the Community Issues & Social Planning Committee.

5.1 Space Allocation Guidelines

In general, the guidelines seek to allocate spaces to non-profit groups that provide services or facilities of benefit to Burnaby residents. The guidelines are intended to ensure that an appropriate mix of tenants occupy the facility, and that the tenants meet community needs and are compatible with neighbouring uses.

Compatibility with the Edmonds Elementary School

The guidelines provide for a review of potential tenants and services in comparison with neighbouring uses. As such, the guidelines are important to ensure the continued secure operation of the neighbouring Edmonds Elementary School. The guidelines will provide for the screening of tenants that may not be compatible with the adjacent school.

On a routine basis, City staff will contact the School District to request their review of all applications for space at the Edmonds North Wing. Each application will be reviewed on a case by case basis with the School District to ensure its individual compatibility with the neighbouring school.

It is proposed that this report be forwarded to the Burnaby School District for information purposes.

5.2 Community Notices

Space at the Edmonds North Wing Resource Centre is expected to be available for lease to non-profit groups in 1994 April. In order to advise potential groups of the availability of space, and provide the Community Issues & Social Planning Committee with sufficient time to review applications, it is proposed that staff be authorized to advertise the availability of space in 1994 February/March.

Staff would place an advertisement in the Vancouver Sun. In addition, notices would be sent to a variety of Burnaby groups through the United Way, Burnaby Inter-agency Council, community schools, and Burnaby libraries and community centres.

5.3 Application Process

Groups would be requested to make application for space in writing to the Community Issues & Social Planning Committee. Letters of applications submitted should be signed by the group's Executive Director, Treasurer or Board Chair and include:

- proof of non-profit status;
- list of society directors;
- description of programs, services and activities to be conducted from the facility;
- most recent financial statement;
- percent of recipients receiving programs or services of the agency that are Burnaby residents; and
- a specific request for space, including type and amount.

5.4 Review of Applications

Once applications for space have been received, staff would prepare a report for the Community Issues & Social Planning Committee presenting a proposal for the allocation of spaces to non-profit groups. It is anticipated that the Community Issues & Social Planning Committee would receive this information in 1994 March.

Applications for space would also take into consideration the needs of groups for wheelchair access. The building will have wheelchair access to the main floor of the building. As well, a unisex washroom is provided on the main floor. As such, groups serving persons with disabilities and children would be given preference for allocations on the first floor.

Further consideration would be given to establishing site offices for existing non-profit tenants providing services to Burnaby residents from the Burnaby Heights facility.

5.5 Lease Agreement

Once approved by Council, groups receiving allocations of space would be required to enter into a standard lease agreement with the City of Burnaby. The lease agreement is for a one year period commencing January 01 of each year. The established lease rate, as proposed, would be \$8.77 per square foot for 1994.

6.0 LEASE GRANT APPLICATIONS

As discussed earlier in this report, tenants of community resource centres may also apply for a lease grant to offset established lease rates in the facilities. Lease grant guidelines approved by Council provide for the issuance of lease grants to non-profit organizations providing services of benefit to Burnaby residents. Lease grant applications are considered by the Executive Committee - Grants in relation to the lease grant guidelines (See Appendix 2).

Tenants seeking space allocations in the Edmonds North Wing facility would also be advised of the process for consideration of a lease grant. Potential tenants requiring a lease grant to offset the established lease rate would be requested to also make application for a lease grant to the Executive Committee - Grants.

Once Council had approved the recommendations for the allocation of space as proposed by the Community Issues & Social Planning Committee, it is proposed that staff prepare a report for the Executive Committee - Grant on the requests for lease grants.

Thus, it is recommended that this report be forwarded to the Executive Committee - Grants for information.

7.0 BUDGETS AND ADMINISTRATION

7.1 Administration

It is anticipated that the operation and management policies and procedures for the Edmonds North Wing facility will be similar to those of the Burnaby Heights facility. As such, individual departments will assume responsibility for the provision of specific services to the facility. Service and budget responsibilities for the Edmonds North Wing would be allocated as follows:

Engineering Department

- building insurance
- building maintenance
- building utility services - water, sewer, garbage, heat light, security

Parks & Recreation Department

- custodial/janitorial services
- grounds maintenance
- parking lot maintenance

Finance Department

- administration/management
- revenue collection

Administrative and Community Services - Clerk's Office

- lease grants
- committee clerical services

Planning & Building Department

- report preparation
- development coordination

7.2 Provisional Budget

In preparation of the anticipated opening of the Edmonds North Wing resource centre in 1994 April. City departments have prepared Provisional Budget estimates for services and revenues for this facility. The following budget estimates are based on a full year of operation. Adjustments would be made at Recast should the facility open later in the new year.

1994 Estimated Provisional Operating Budget

Revenues

Finance Lease Revenues (before grants) \$148,738

Expenditures

Lease Grants - Executive Committee - Grants \$ 74,369¹

Engineering Building Maintenance \$ 15,000

Utilities \$ 5,000

Refuse Disposal \$ 1,800

Insurance \$ 1,590

Parks Grounds Maintenance \$ 3,100

Parks Custodial/Janitorial Service \$114,330

Net Revenues

Total Revenues \$148,738

Total Expenditures (Excluding Grants) \$140,820

Total Expenditures (Including Grants) \$215,189

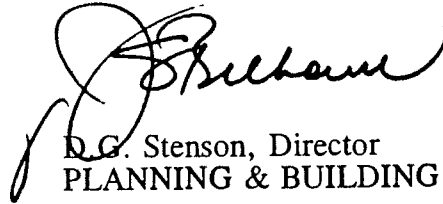
¹ Based on the existing lease grant guidelines, assuming total occupancy of the building by Burnaby service groups.

8.0 NEXT STEPS

It is proposed that this report and recommendations be forwarded to Council for approval.

With the approval of Council, staff would begin the process of seeking tenants for the Edmonds North Wing.

A further report on the allocation of spaces would be prepared for the Community Issues & Social Planning Committee. Once the recommended allocation of spaces of the Committee is approved by Council, a report on lease grant applications would be prepared for the consideration of the Executive Committee - Grants.



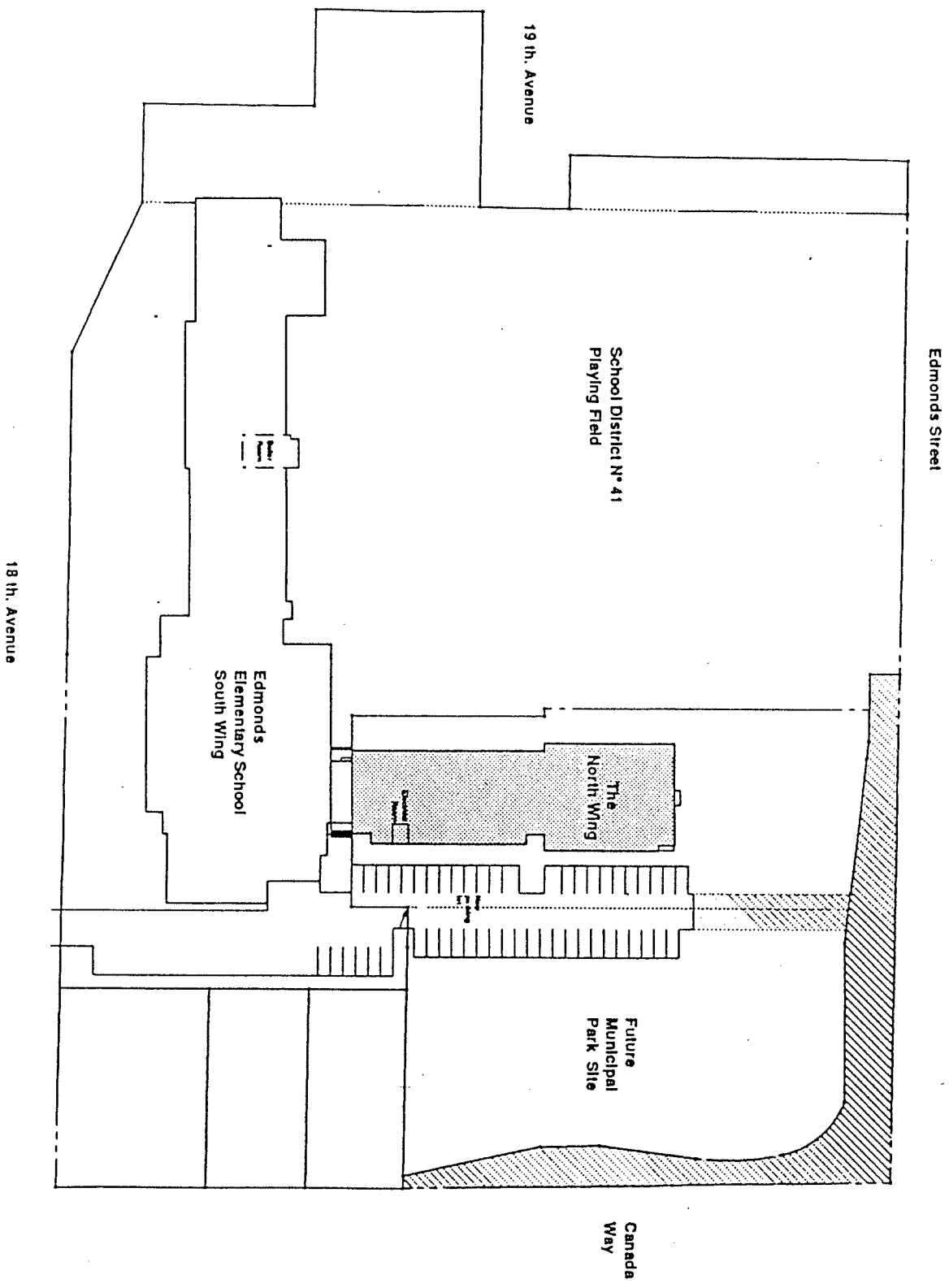
D.G. Stenson, Director
PLANNING & BUILDING

LP/db

cc: Director Administrative & Community Services
Director Engineering
Director Finance
Director Recreation & Cultural Services
City Solicitor
City Clerk

EDMONDS NORTH WING
SITE PLAN

ATTACHMENT 1



APPENDIX 1

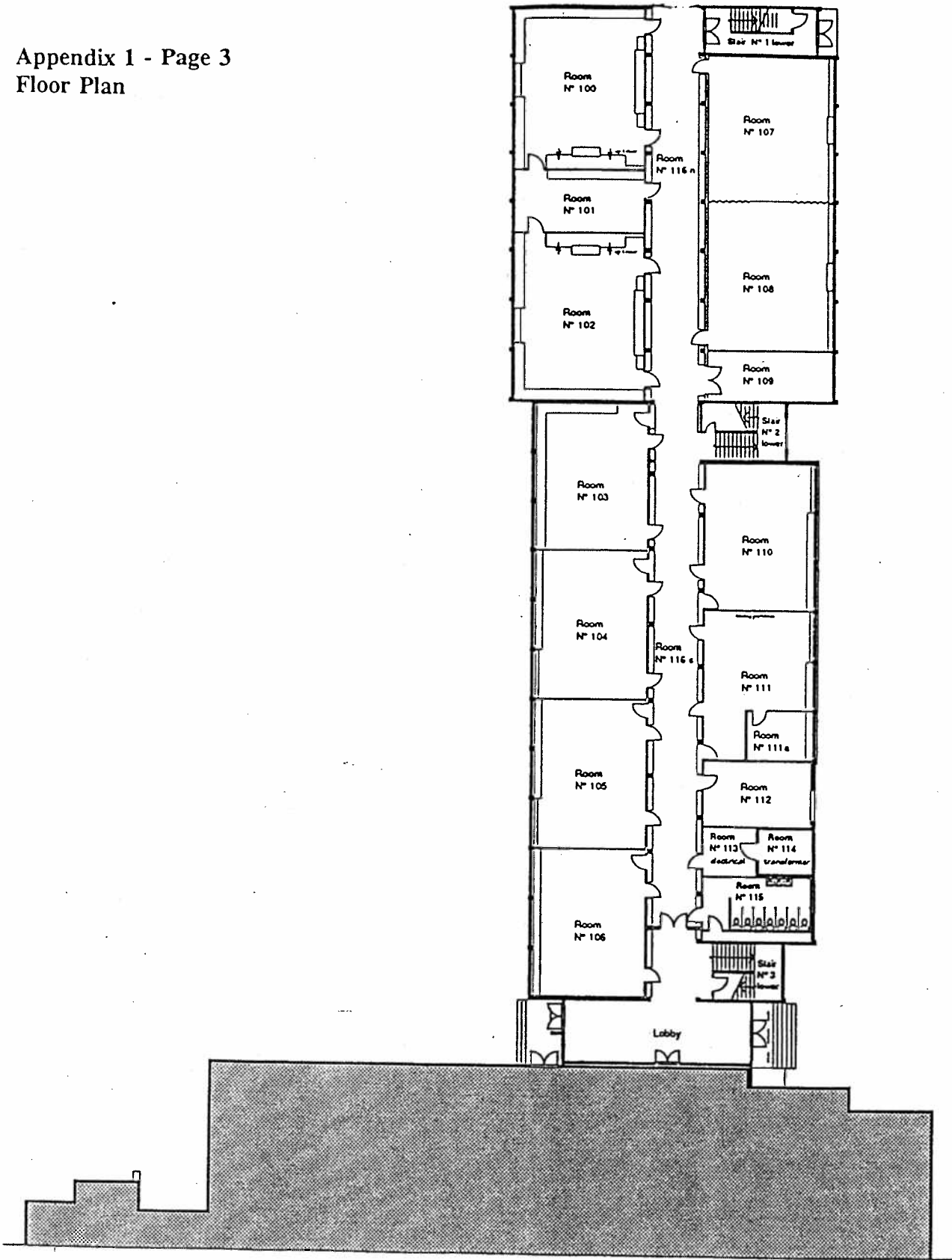
DESCRIPTION OF AVAILABLE SPACES

<u>Room #</u>	<u>Square Feet</u>	<u># of Plugs</u>	<u># of Sinks</u>	<u>Location</u>	<u>Other</u>
100	962	7	4	1st Floor West Side	
101/102	1,329	8	1	1st Floor West Side	Internal Room
103	741	4	3	1st Floor West Side	
104	752	2	0	1st Floor West Side	
105	752	4	0	1st Floor West Side	
106	748	2	0	1st Floor West Side	
107/108	1,738	4	0	1st Floor East Side	Folding Partition
109	330 est.	0	0	1st Floor East Side	Storage No Floor
110	1,506	15	0	1st Floor East Side	Folding Partition Internal Room
112	330	5	1	1st Floor	Unisex WR East Side Janitor Rm
200/201	1,331	8	5	2nd Floor West Side	Internal Room
202	959	6	5	2nd Floor West Side	
203	743	2	0	2nd Floor West Side	
204	750	19	0	2nd Floor West Side	
205	750	2	0	2nd Floor West Side	

Appendix 1 - Page 2

<u>Room #</u>	<u>Square Feet</u>	<u># of Plugs</u>	<u># of Sinks</u>	<u>Location</u>	<u>Other</u>
206	748	5	0	2nd Floor West Side	
207/208	864	4	0	2nd Floor East Side	Internal Room
209	1,167	5	0	2nd Floor East Side	
210	746	2	0	2nd Floor East Side	
211/212	1,105	5	1	2nd Floor East Side	Internal Room

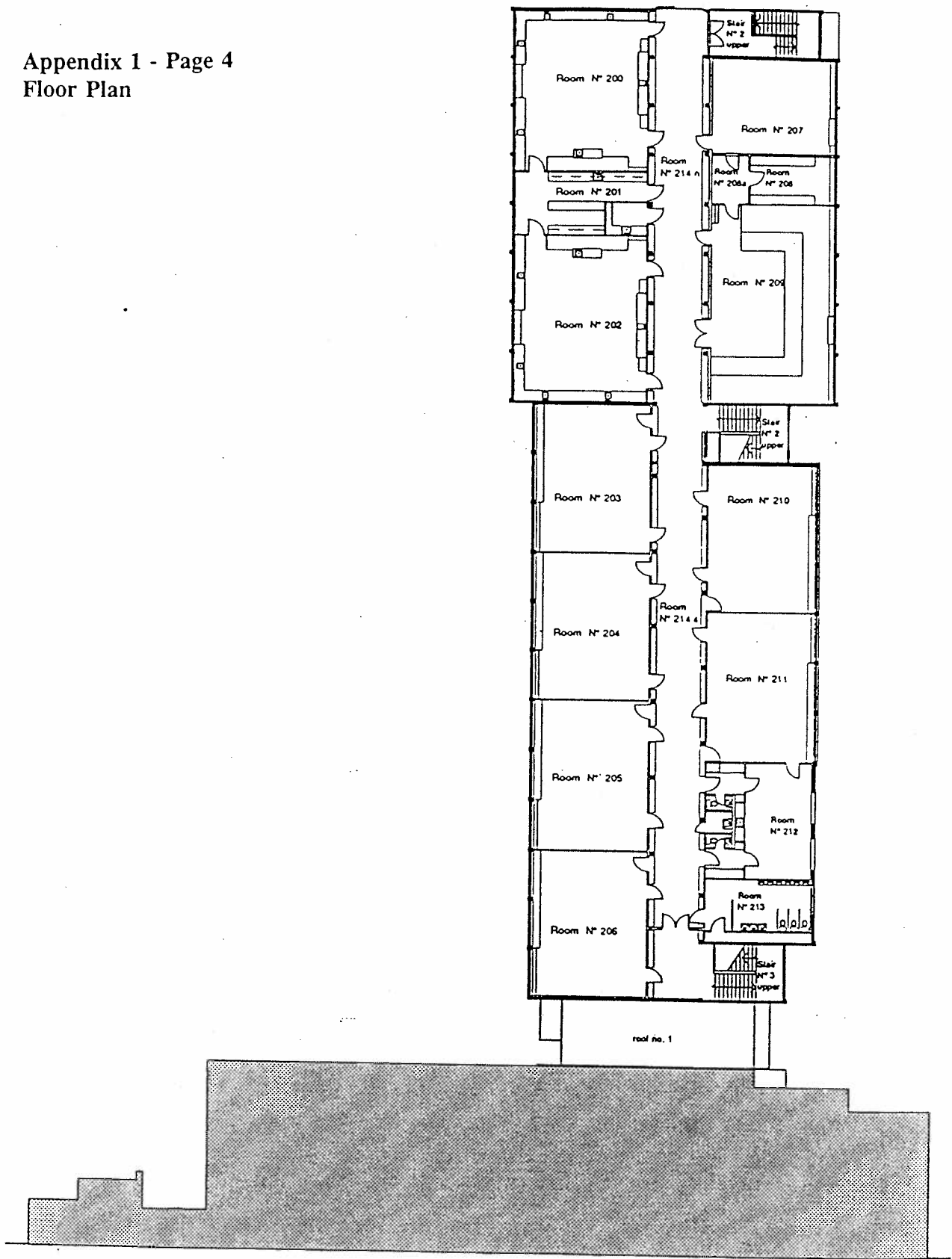
Appendix 1 - Page 3
Floor Plan



Level One Plan

1" = 32'-0" July 23, 1992

Appendix 1 - Page 4
Floor Plan



Level Two Plan

1" = 32'-0" July 23, 1992

GUIDELINES FOR THE USE OF FACILITIES AND SPACE

AT CITY COMMUNITY RESOURCE FACILITIES

A) Support of Municipal Social Goals and Principles

Services and programs provided by an organization should support City social goals and principles as contained within the Official Community Plan.

The Official Community Plan stresses the development and maintenance of a social environment which promotes the physical, social and mental well-being of individuals and families in Burnaby.

Only organizations whose primary purpose is to provide facilities, services or programs intended to promote the physical, social and mental well-being of Burnaby residents should be considered for space in City facilities.

This would include City offices and organizations providing or coordinating information on recreation, rehabilitation, health, counselling, day care, and special education services and programs.

B) Non-Profit Status

Organizations must operate on a non-profit basis, and be registered as a charitable institution or society under the Society Act. The intent of this guideline is to ensure that City facilities are not used for commercial or private gain.

The Society Act defines charitable societies as those concerned with, the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community.

Proof of non-profit status would be required.

C) Relevant and Accessible to Burnaby Residents

The facilities, services and programs operated by service organizations should be applicable and accessible to a broad range of Burnaby residents, and should reflect local neighbourhood and community needs and aspirations.

The intent of this guideline is to ensure that organizations occupying City facilities provide services and programs that are relevant and generally accessible to Burnaby residents. All residents who need or wish to use the facility, service or program should be able to do so, while recognizing constraints due to service availability, costs and location.

D) Availability of Other Options or Venues

Allocation of space in City facilities should be considered in relation to the availability of other options or venues to the applicant in the private market and other public sector opportunities.

This guideline is intended to ensure that City facilities are allocated to organizations that may not be able to obtain suitable facilities through other avenues. City facilities should not be allocated to organizations which are direct extensions of programs and services provided or funded by other levels of government.

E) Supporting and Balancing Component

The facilities, services and programs operated by an organization should contribute to a mutually supporting component of a well balanced community resource centre for the local neighbourhood and community.

This guideline is intended to ensure that a broad range of services are provided for within any particular resource centre, and that the organizations represented are able to contribute to the overall successful operation of the centre in the community.

F) Appropriate Uses

Uses should be selected that can provide supporting benefits with, or at the least, harmoniously co-exist with immediately adjacent facilities/uses.

Uses would be selected that fit into the existing environment surrounding the site. Preference would be given to uses with strong linkages to the adjacent facilities/uses.

G) Consistent with City Policies, By-laws, and Regulations

Organizations occupying City facilities must be able to comply with City plans, by-laws, codes, regulations and standards.

The intent of this guideline is to ensure that uses occupying City facilities are consistent with the provisions of the zoning and other bylaws of the Municipality.

The existing zoning of the Burnaby Heights facility, the north wing of Edmonds School and the 1914 building on the Burnaby South site would permit the use of the facilities for recreation programs, community organizations, education programs, day care, City offices, and other similar types of uses.

To ensure compliance with City regulations, it is recommended that Municipal Licence, Health, Fire and Building Departments be consulted when allocating space in Municipal facilities.

H) **Primarily Intended for Burnaby Residents**

Organizations occupying City facilities should provide services and programs that are primarily intended for Burnaby residents.

Services and programs would not need to be designed for use by Burnaby residents only; however, the service or program should address an identified need within Burnaby. Organizations providing local services should receive priority over organizations providing services at a regional, provincial or national level.

I) **Accommodation of Required City Uses**

Allocation of space in City community resource facilities should consider the degree to which overall City costs would be minimized by the accommodation of possible required Municipal uses.

Both direct and indirect City uses would be eligible for space within community resource facilities including: City offices, employee associations, and other related public sector organizations.

City of Burnaby
Adopted by Council
1990 July 09

**GUIDELINES FOR INTERIM USE OF
CITY SPACE BY COMMUNITY GROUPS**

Permanent office space at Burnaby Heights is allocated by the Community Issues & Social Planning Committee in relation to guidelines established by Council. Space is leased on an annual basis to groups for Community and City purposes.

The established lease policy does not permit community groups to sub-lease rooms without the expressed permission of the City.

The following are guidelines for a City department to share allocated space with a non-profit community group.

Type of Group

- . the community group meet the adopted guidelines for the allocation of space at community resource facilities.
- . the community group should provide services or programs related to the activities of the City department allocated the space.

Selection of Group

- . the selection of group(s) to share space be left to the discretion of the City department allocated the space.

Contribution to Costs

- . the community groups selected to share space be charged a user fee to assist in covering the costs of operating the facility.
- . the fee be calculated on a pro-rata basis for the time and space occupied based on the established lease rate. Staff would also take into consideration whether the group would qualify for lease grant support and make the appropriate adjustment in the lease rate to reflect the rate that would be provided if the group received a lease grant.

Insurance

- . a group(s) sharing space allocated to a City department provide proof of adequate insurance, as is currently required of groups leasing permanent office space.

Administration

the coordination of day to day issues related to the shared use of space be administered by the City department staff allocated and responsible for the space.

the Finance Department be responsible for the overall administration and management of shared space agreements, ensuring that community groups contribute to costs and meet insurance requirements.

It is anticipated that these guidelines will provide individual departments with sufficient flexibility to successfully share office space, while ensuring that groups using the space on an interim basis contribute to costs and have adequate insurance coverage.

Adopted by Burnaby Council
1992 September 8

**GUIDELINES FOR LEASE GRANTS AT
CITY COMMUNITY RESOURCE FACILITIES**

The following proposed guidelines are designed to assist with the evaluation of lease grant requests from groups occupying City Community Resource Facilities and seeking assistance on a demonstrated financial need basis.

The guidelines have been developed to ensure that City lease support is maximized for those non-profit organizations which provide direct services to Burnaby residents.

In general, the guidelines provide for:

- full lease support for those non-profit community service agencies whose programs or services are directed to recipients, at least 75% of which are Burnaby residents.
- one-half of full lease support for those non-profit community service agencies whose programs or services are directed to recipients, of which 25 to 75% are Burnaby residents.
- no lease support for those organizations that are located in a Burnaby Community Resource Facility, but:
 - provide services or programs of which less than 25% of benefiting recipients are Burnaby residents.
 - are direct extensions of programs or services provided or funded by other levels of government,
 - operate only for the direct benefit of the membership of the organization,
 - have a clear financial ability to meet full lease rate costs, or
 - operate on a for profit basis.

**Category 1: Non-profit Agencies Serving Burnaby
Full Lease Support**

An agency that meets all of the following criteria would qualify for full lease support - 50% of the full lease rate:

i) Non-Profit

The agency is a registered non-profit society.

ii) Community Service

The agency provides programs or services to the community.

iii) Burnaby Based

Over 75% of recipients receiving the programs or services of the agency are Burnaby residents.

iv) Financial Status

The agency provides an accounting of a financial need for lease support.

**Category 2: Non-profit Agencies Serving Burnaby and Other Areas
One-half of Full Lease Support**

An agency that meets all of the following criteria would qualify for one-half full lease support. - 25% of the full lease rate:

i) Non-Profit

The agency is a registered non-profit society.

ii) Community Service

The agency provides programs or services to the community.

iii) Partially Burnaby Based

Between 25% and 75% of the recipients receiving programs or services of the agency are Burnaby residents.

iv) Financial Status

The agency provides an accounting of a financial need for lease support.

**Category 3: Non-profit Agency Serving Other Areas or Purposes
No Lease Support**

An agency that meets any of the following criteria would not qualify for lease support:

i) Non-Burnaby Based

Less than 25% of the recipients of programs or services of the agency are Burnaby residents.

ii) Extensions of Other Levels of Government

The agency is a direct extension of programs or services provided or funded by other levels of government.

iii) Non-Community Based

The agency operates for the direct benefit of its membership and not for the benefit of the Burnaby community at large.

iv) For Profit

The agency operates on a for profit basis.

v) **Financial Status**

The agency has a clear financial ability to meet full lease rate costs.

OTHER RELEVANT FACTORS

The staff review of agencies applying for lease support would also consider any other relevant factors that may have an impact on the evaluation of the application in relation to the proposed guidelines.

City of Burnaby
Adopted by Council
1992 April 21

Revised 1993 August 14

**PROPOSED TERMS FOR SHARED SERVICES AGREEMENT
CITY OF BURNABY - BURNABY SCHOOL DISTRICT 41
EDMONDS NORTH WING**

1.0 TERMS OF AGREEMENT

- The heating and electrical costs are to be shared between the City of Burnaby and School District 41 on a cost per square foot basis. (approximately 1/3 total costs)
- The cost per square foot would be determined based on the conditions outlined in this agreement.
- The costs would be reviewed on a yearly basis.

2.0 CONDITIONS OF AGREEMENT

2.1 Heating System

- a) Actual cost for the operation of the heating system includes: boiler maintenance, repair, fuel costs, and staffing costs for boiler operation.
- b) School District staff would be responsible for operating, repairing, replacing and maintaining the heating system except components within the North Wing.
- c) The City will be responsible for modifications to the existing system to allow for separate control of heat to the North Wing.
- d) The School District would be responsible to respond to emergency calls from the City related to the heating system at all times, and provide the City with telephone numbers and contacts in case of emergency.

2.2 Domestic Water

- a) The School District will be responsible for maintaining the water connection from the South Wing to the North Wing.
- b) The City of Burnaby will provide and install a domestic hot water heater in the North Wing.
- c) Maintenance of the hot water heater and piping in the North Wing will be by the City of Burnaby.
- d) The City of Burnaby will be responsible for their share of water charges as assessed by the City.

2.3 Electrical System

- a) The School District shall have full access to the North Wing for purposes of accessing the main electrical panel.

- b) Changes to the main electrical panel/wiring would be made on mutual agreement between the City and the School District.
- c) The School District would be responsible for all parts of the main electric service and panels in the North Wing Electrical Rooms.
- d) The School District shall advise the City in advance or at the time they enter the North Wing.
- e) The City will not enter the electrical panel room without the permission of the School District.
- f) The existing capacity of the electrical system for the two wings will be allocated on a square foot basis (1/3 - 2/3) between the City and the School District.

2.4 Sewer System/Storm System

- a) The School District will maintain the system within the South Wing.
- b) The City of Burnaby will maintain the system within the North Wing.
- c) The City of Burnaby will be responsible for its share of sewer charges as assessed to the North Wing by the City.

2.5 Emergency Exit Corridor

The lobby connecting the North and South Wings is the property of the School District.

- a) To be used by City for emergency exiting only.
- b) School District to be responsible for all costs associated with the maintenance of the lobby.
- c) School District to keep and maintain all keys to lobby doors.
- d) School District to maintain emergency access from North Wing through lobby.
- e) The City will maintain the panic hardware and emergency alarms on its doors into the shared emergency exit.

2.6 Building Security System

- a) City to operate and maintain a separate security system for North Wing.
- b) School District to operate and maintain separate security system for South Wing.

2.7 Fire System

- a) City to operate and maintain a separate interconnected fire system for North Wing.
- b) School District to operate and maintain a separate interconnected fire system for South Wing.

- c) Any changes or modifications to the fire systems are to be mutual agreed to by the City and School District.
- d) When fire drills are conducted, key contacts in each wing shall be informed, including the monitoring companies for the fire alarm systems.
- e) Each monitoring company for the fire alarm system shall be informed of the appropriate contacts from the City and School District.
- f) Required modifications to the existing fire alarm system will be done by the City of Burnaby to allow for separate F.A.A.C. panels.

2.8 Parking Lot Access

Access to the North Wing parking lot is provided by way of a road easement across School District property.

- a) The City will provide general maintenance services for the road to the parking lot for the North Wing, including: cleaning, sweeping, and snow removal.
- b) The School District will maintain the road easement on its property, including any required repairs or preventative maintenance of the road paving and road bed.

2.9 Staff Liaison

- a) As required, and at least once per year, staff responsible for the maintenance of the shared systems from the City and the School District shall meet to review information on agreements and status of keys, contacts, protocols, monitoring companies, etc.

2.10 Billing

The School District will bill the City for the City's share of costs:

- every two months in conjunction with the receipt of the B.C. Hydro/gas bill by the School District. The School District will provide the City with a copy of the bill. The City will pay the School District on a per square foot basis (1/3) for its share of costs within the payments terms of the B.C. Hydro/gas bill. The School District will pay B.C. Hydro/gas the entire amount of the bill.
- the School District will bill the City monthly for estimated operating costs associated with the operation of the heating system as outlined in Section 2.1 of this report.
- the City should not be billed for services in advance.
- at the end of the School District fiscal year, the School District should provide the City with an accounting/reconciliation of costs, and at that time, year end adjustments will be made to reflect the differences between actual and estimated/billed costs.

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